

F. TRANSITION TO PRESCHOOL PROGRAMS (34 CFR 303.148)

The State of Missouri has developed the following policies and procedures to ensure a smooth and effective transition from Part C (First Steps) services to Part B (local school district) services for children with disabilities at age three.

Six months prior to the child's third birth date, the Part C service coordinator will convene an IFSP meeting to discuss the transition process with the parents and other team members in order to develop a transition plan. At this time, the team documents the steps to be taken to provide the child with a smooth and effective transition to the public school and/or other services as appropriate. If the parent agrees, local education agency (LEA) [district special education] personnel must be invited and attend this IFSP meeting. If a member of the LEA staff was invited, but did not attend the transition meeting, the LEA must contact the parent at least 120 days prior to the child's third birth date. The purpose of the contact is to explain the process in the district will complete to determine the child's eligibility for services under Part B of the IDEA and, if eligible, the steps that will be necessary to assure the provision of services on the child's third birth date unless the birth date occurs during a routine school break.

If the parent [agrees to determine if their child is eligible] wants an eligibility determination for special education and related services under Part B of IDEA, the Part C service coordinator [shall] obtain release[(s) of] information to the LEA [public school at this meeting to ensure the timely receipt by the school district]. Any information that will assist the [district] LEA in determining the child's eligibility and [programmatic] special education and related service needs [should] must be [considered for] release d and must be done in such a manner so as to ensure a timely receipt by the LEA. [That I] Information provided [should] must include at a minimum, the following:

- A. child and parent name, address, and phone number, and the [student's] child's birth date;
- B. current copy of the entire IFSP which includes present levels of functioning, early intervention services, and transition plan;
- C. all evaluations that have occurred in the previous year, and if not contained in the child's record, where the information can be obtained; and
- D. any written reports from service providers within the last year.

Upon receipt of the information, the LEA [local districts] must follow [provide written notice to the parent] initial evaluation procedures as outlined in the Part B State Plan. [The evaluation team members will review the existing data to determine if there is a need for additional tests in order to determine eligibility.] [Local districts] LEAs are required to provide special education and related services to eligible children as identified in the IEP as of the child's third birth date unless the birth date occurs during a normal vacation period for the public school. The [district] LEA can document that it has made a diligent effort to complete the evaluation and IEP process, but despite that effort, was unable to do so within time lines. IEPs developed in the spring or summer may identify the implementation date as the first day of school in the fall.

Part B eligible children whose third birth dates are May through August may continue in the First Steps program until the initiation of their local district's school year in the fall.

Eligible children whose third birth dates are April 1 through May 1 may either transition to Part B services before the end of the current school year or continue services in First Steps until the initiation of their local district's school year in August/September. This discussion is part of the transition conference. Children who enroll in the local school district for the remainder of the school year must be considered for Extended School Year as required by Part B of the Individuals with Disabilities Education Act.

Financial support for early intervention services that are provided after the child's summer third birth date are as follows:

Early intervention services that were financially supported prior to the child's third birth date by Part C funds will be paid by the Department of Elementary and Secondary Education (DESE) after the child's third birth date. [Through interagency agreements, the departments of Mental Health and Health will invoice the Department of Elementary and Secondary Education for eligible early intervention services in September of each year.]

If [local district] [LEA](#) policy allows, eligible children whose third birth dates occur during September may receive services under Part B at the beginning of the district's school year.

[Notification Procedures]

The Department of Elementary and Secondary Education, lead agency, assures that school districts of children in the Part C system are notified of children transitioning from that system according to the notification schedule outlined below.

Local districts are responsible for contacting families to discuss the eligibility and transition process. Documentation of contacts (phone calls and/or meeting dates) should be kept for verification of time lines. With the family's cooperation, a contact must occur at least 120 days prior to the child's third birth date. The purpose of the contact is to explain the process the district will complete to determine the child's eligibility for services under Part B of IDEA and, if eligible, the steps that will be necessary to assure the provision of service on the child's third birth date unless the birth date occurs during a routine school break.

The following schedule is used by all Part C agencies to notify local districts and parents of children participating in Part C program.

DATES LEAS ARE NOTIFIED BY RESPONSIBLE PART C AGENCY	FOR STUDENTS THAT TURN THREE DURING	NUMBER OF MONTHS FOR EVALUATION AND IEP DEVELOPMENT PROCESS
January 1	June	5
February 1	July	5
March 1	August	5
April 1	September, October, November	5, 6, 7
July 1	December	5
August 1	January	5
September 1	February	5
October 1	March	5
November 1	April	5
December 1	May	5

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